



Los Angeles County AUDIT COMMITTEE

Gerardo Pinedo, Chair
2nd District
Carl Gallucci, Vice-Chair
4th District
Louisa Ollague
1st District
Genie Chough
3rd District
Lori Glasgow
5th District

MINUTES February 21, 2008

Vice-Chair Carl Gallucci called the meeting to order at 1:40 p.m. in Conference Room 525, Kenneth Hahn Hall of Administration.

Committee Members Present

Carl Gallucci, Fourth District
Louisa Ollague, First District
Dana Blackwell, Second District
representing Gerardo Pinedo
Genie Chough, Third District
Lori Glasgow, Fifth District

Others in Attendance

Maria Oms, Auditor Controller
Don Chadwick, Auditor Controller
Jim Schneiderman, Auditor Controller
Juanita Smith, Board of Supervisors

Approval of Minutes

On motion of Louisa Ollague, seconded by Genie Chough and unanimously carried, the minutes of January 17, 2008 were approved as submitted.

Old Business

Review of Board Policy Number 5.045 – Sunset Review Date (7/17/07): **On motion of Louisa Ollague, seconded by Genie Chough and unanimously carried, the Committee approved continuing this item to its March 20, 2008, Audit Committee meeting.**

Fiscal Review of Shamrock Cottage, Inc. – A Group Home Foster Care Contractor (12/17/07): Don Chadwick, Auditor Controller's Office, will provide a status report on the Shamrock Cottage Group Home at the next March 20th Audit Committee meeting. **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its March 20, 2008, Audit Committee meeting.**

Group Home and Foster Family Agency Monitoring (Discussion Item, and Children's Deputies reporting): Susan Kerr, Department of Children and Family Services (DCFS), reported on the Group Home and Foster Family Agency Monitoring. The DCFS and the Auditor Controller's Office staff agreed to an annual visit for Group Homes where Audit findings are spotless, and that where corrective action is recommended revisits would occur many times as needed in order to ensure agency compliance.

Ms. Lisa Parish, Department of Children and Family Services, provided a detailed report on the Scorecard and Performance Measures. The first Scorecards have been disseminated for calendar year 2006. Liz Howard, Manager of Group Home and FFA Monitoring Units, has setup a Quality Control process wherein providers assist with data credibility and accuracy. Staff is meeting with their collaborative Performance Measures Task Group to address frequent group home visits that result in small sample sizes.

Ms. Parish distributed and discussed in detail the latest version of the DCFS Monitoring Protocol which standardizes sample sizes and indicates the number of Group Homes and FFA's reviews for 2007 and 2008. 2007 Scorecards are to be worked on.

The goal of Performance-Based contracting and Scorecards is to align providers around system goals, provide standards for accountability, identify areas for improvement in services, and promote best practices and cross-system collaboration.

Ms. Parish agreed to provide the Audit Committee with sample Scorecards.

Genie Chough thanked Ms. Parish for her presentation, and noted that it differs from what the Auditor Controller Assessment Program Review accepts for the Needs Services Plan. A duplication of State Community Care Licensing requirements should not occur.

Don Chadwick, Auditor Controller's Office, advised that his office reviews Group Home staff qualifications, and conducts site inspections. The Needs For Services Plan is reviewed to determine if the child achieved the goal identified in the Plan, and the Auditor Controller's staff reviews the Plan to determine if the goals were appropriately written, are quantifiable, and match the needs of the child.

The Auditor Controller conducts Annual audits of half of the Group Homes, and conducts annual follow-up visits the other half. The FFA's audit approximately 30-65 contractors due to staffing resources.

Liz Howard, Manager of Group Homes and FFA's, distributed and reported on the DCFS Out of Home Care Performance Management Monitoring Visits. Included in the report is the second role monitors have to conduct follow-up reviews and investigations at regional offices.

Regional offices are responsible for conducting investigations on Out of Home Care abuse and neglect referrals received via the hot line. They oversee FFA's and Group Homes, once a referral disposition is made the referrals are substantiated, or if inconclusive, are submitted to their office for any follow-up including a corrective action plan, a facility placed on hold, or a do not refer or do not use status.

In response to Deputy Nick Ippolito, Ms. Howard advised there are occasions when a follow-up on unsubstantiated allegations has been deemed unfounded due to information from another source not provided to the investigating CSW, and/or the referral outcome was reversed.

In response to Louise Ollague, Ms. Garrison reported that each monitor reviews the Audit reports before conducting visits, and to determine if any follow-up needs are required.

Don Chadwick, Auditor Controller's Office, reported that their office and DCFS will evaluate the above process in a few months to identify all variables required audits and efficacy. Mr. Chadwick favors the current frequency of monitoring for FFA's and Group Homes, and that bi-annual reviews is appropriate.

Also, Audits on complaint contractors could have a smaller sample size to reduce any perceived contractor burden.

Maria Oms, Auditor Controller's Office, advised that the Auditor Controller's Office can not compromise its duties and responsibilities; however, due to the aforementioned, 50% Group Home reviews could occur.

The Auditor Controller's Office and DCFS agreed to conduct a 30-day trial to audit and monitor Group Homes simultaneously, and to provide a status report to the Audit Committee in April.

In response to Ms. Blackwell, Ms. Parish stated that Scorecards have room for improvement and not all contractors have met the standards. However, with a first year of data and future monitoring can effectively track an agency's progress.

Also, final Scorecards will be made available in July.

Yoakum Investigations, Inc. Process Services Contract Review – A Department of Children and Family Services Provider (1/15/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Department of Justice Settlement Agreement – November 2007 Monitoring Results (1/16/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Developmental Dynamics Foster Family Agency Contract Review – A Department of Children and Family Services Service Provider (1/16/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Family Solutions, Inc. Contract Review – A Department of Children and Family Services Foster Family Agency Service Provider (1/25/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

District Attorney's Office – Bad Check Restitution Program Agreement Financial/Compliance Audit (1/25/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Children's Group Home Ombudsman's Hotline Status Report – October 1 Through December 31, 2007 (1/28/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Audit of the Los Angeles County Flood Control District for the Year Ended June 30, 2007 (1/28/07): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Countywide Payroll-Personnel Risk Assessment and Audit Plan (Board Agenda Item No. 49-A, September 11, 2007) (1/31/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Personal Involvement Center Contract Compliance and Follow-Up Reviews – A Department of Children and Family Services and Mental Health Services Provider (2/02/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Soledad Enrichment Action, Inc. Contract – A Community And Senior Services Workforce Investment Act Program Provider (2/06/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

The Children's Collective, Inc. Contract – A Community And Senior Services Workforce Investment Act Program Provider (2/06/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Los Angeles Unified School District Contract Review – A Department of Public Social Services Calworks Adult And Career Education Program Provider (2/06/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

To Help Everyone Clinic, INC. – A Department of Public Health HIV/AIDS Preventive Care And Care Services Provider (2/13/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Public Comment

There was none.

Other Business

Status report on recommendations implemented by CSS Management:

Josie Marquez, Assistant Director, Department of Community and Senior Services, reported that monitor findings conducted by the Auditor Controller have been consistent across the board. Findings have been assessed and data has been shared with the Workforce Investment Board (WIB); WIB has oversight of the program and policy development for the operator/contractor.

Directives have been reviewed and will be mailed out to contractors to provide technical assistance and training. Also, \$26,122 has been collected for the 2005-06 findings, and \$6,266 for the 2006-07, six additional checks have been received for review from contractors to determine what other questionable costs have been resolved.

Louisa Ollague inquired what type of technical assistance is being provided to the contractors so this information could be placed in a matrix so it could be a database and an inventory of what is going on with their department, what the responses are and corrective action.

In response to Louisa Ollague, Ms. Marquez stated that a database has been established that captures all Audit findings and she agreed to provide the Audit Committee with a copy of the Performance Matrix and outcomes on a quarterly basis; the first Quarterly Report will be provided in June 2008.

Mr. Chadwick advised that he will work with DCFS to develop a similar format.

Prop A Cost Analysis: **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its March 20, 2008, Audit Committee meeting.**

General Fund Departments (list to be provided): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its March 20, 2008, Audit Committee meeting.**

A-C Contract Accounting and Administration Handbook: **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its March 20, 2008, Audit Committee meeting.**

Adjournment

There being no further business to conduct, the meeting was adjourned at 2:44 p.m.